

WorkKeys Announcement: Update to WorkKeys Internet Version

Update information

On January 21, 2010, WorkKeys Internet Version will be off-line for 12 hours to perform an update to the system. WorkKeys Internet Version will not be available

- beginning Thursday, January 21, 2010, at 8:00 p.m. central time
 - ending Friday, January 22, 2010, at 8:00 a.m. central time
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Details about the update

This update will include

- the addition of the Reports Manager page and role,
 - a new location for the Export Examinee data report, and
 - a Business Writing update and availability
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Effective date

The changes outlined in the update will begin on Friday, January 22, 2010.

Reports Manager page and role

As a result of this update the following changes will be made:

- The “Reports Manager” role will be added to the list of roles for administrators.
- A “Reports” tab will be added to the menu on the left side of the administrators screen.

NOTE: If you already have the User Management role the Reports Manager role will automatically assigned with this update. Going forward, if you want an administrator to have access to the Export Examinee report you will need to assign the Reports Manager role as well as any other roles you would like to assign to that individual.

Export Examinee report

The Export Examinee data report will be moved from the User Management page to a new “Reports” page.

Business Writing availability

Business Writing will be updated as well. Installation of this update will affect the availability of this test. We may not need the entire time but we recommend that you do not schedule any Business Writing tests during the following time period:

- starting Thursday, January 21, at 8 AM CST.
- ending Friday, January 22, at 12:00 noon, central time.

Important Note: Although Business Writing will be available on Friday afternoon, we suggest that you wait until **Monday, January 25**, to resume your regular testing schedule.

Business Writing update

The Business Writing update will include the following changes:

- Replacement of the three currently used forms of Business Writing with two new forms.
- Analytic scores will be provided for the following components:
 - o Development
 - o Organization
 - o Word choice/Tone
 - o Grammar
 - o Mechanics
- Analytic scores will be provided for both automated scored *and* hand-scored assessments on the Instant Report and reports from the Reports Portal.
- Text regarding the scores on the Individual Score Report will display with the examinee's scores instead of on the second page.
- Business Writing Individual Score Reports will now be one page.
- The Data Export Report format will change to add the five new columns for the Business Writing analytic scores.

NOTE: Detailed information about the Business Writing update was emailed to all site administrators on January 8, 2010. If you would like a copy of that email please contact us.

Questions?

For more information contact us at:

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